

**BOARD OF DIRECTORS – ACTION SUMMARY**  
**Wednesday, March 19, 2003 – 6:00 p.m.**

**Administration Building**  
**2101 Hurley Way, Sacramento, CA**

**CALL TO ORDER**

The meeting was called to order by President Goold. Board Members present: Duveneck, Engellenner, Goold, Granados, Jones, Stewart, Trujillo, Valley, Vanderveen. Fire Chief Martinez, General Counsel Price, Board Clerk Tilson.

**PLEDGE OF ALLEGIANCE**

**PUBLIC OPPORTUNITY TO DISCUSS MATTERS OF PUBLIC INTEREST WITHIN DISTRICT JURISDICTION INCLUDING ITEMS ON OR NOT ON AGENDA**      None

**CONSENT AGENDA:**

**1. Board Meeting Action Summary—March 5, 2003**

- **Board Action:**  
*Engellenner/Trujillo—Approve Consent Agenda. Unanimous in favor.*

**ACTION ITEM(S)**

**1. Resolution #26-03—Sacramento Regional Radio Communications System Licensing Agreement—(Appel)**

- The Governing Boards of the predecessor agencies of Sacramento Metropolitan Fire District (SMFD) signed resolutions executing the Sacramento Regional Radio Communications System Licensing Agreement, providing a mechanism for payment of the 800Mhz radio service through the Sacramento Regional Fire/EMS Communication Center (SRFECC).
- Staff recommends adoption of this Resolution authorizing the County of Sacramento to bill SMFD directly for its annual license and participation fee and the maintenance and operation fee associated with participation in the Sacramento Regional Radio Communications System Licensing Agreement.
- **Board Action**  
*Vanderveen/Valley—adopt the Resolution. Unanimous in favor.*

**2. Contract to Collect Capital Fire Facilities Fees—(Appel)**

- The Board adopted Ordinance 3-02 at its regular meeting of November 6, 2002, establishing the District's Capital Fire Facilities Fee for New Construction and Development and its desire to entrust the Sacramento County Board of Supervisors with the legal authority to collect the Fee on behalf of the District.
- The County of Sacramento is offering to execute a contract with the District providing for the collection of the Fee in conjunction with their permit process and compensation to the County for its actual costs in collecting the Fee on a per transaction basis.
- Staff recommends the Fire Chief be authorized to execute the contract with the County.
- **Board Action**  
*Stewart/Engellenner—approve staff recommendation. Unanimous in favor.*

**3. Resolution #27-03—Transfer of Funds—Contract With County of Sacramento to Collect District Development Fees—(Appel)**

- Staff recommends adoption of the Resolution for a Transfer of funds in the amount of \$125,000 from the Capital Improvement Plan (CIP) Reserves into Revenue Account #96965700, Fund 2129212-D, enabling execution of the contract to pay the County of Sacramento for the collection of the District's Capital Fire Facilities New Construction and Development Fee; direct staff to monitor referenced Revenue Account and advise the Board when its balance reaches \$1 million and initiate Board action to reimburse the \$125,000 to the CIP Account at that time.
- **Board Action**  
*Engellenner/Duveneck—Approve staff recommendation and adopt the Resolution. Unanimous vote in favor.*

**4. Bid Award—EMS Medications, Equipment & Supplies—(Connor)**

- The estimated annual budgeted cost of Medications, Medical Equipment and Medical Supplies for the District Emergency Medical Program is \$400,000.

- In response to a Request for Bids, the following vendors submitted bids for the Emergency Medical Program Medications, Equipment and Supplies:

Dynamed  
Matrix  
Life-Assist, Inc.

Staff evaluated the bids and selected Life-Assist, Inc. because it is the lowest responsive bid, meeting all of the required specifications.

- Staff recommends the Fire Chief be authorized to contract with Life-Assist, Inc. for the supply of EMS medications, medical equipment and supplies.
- **Board Action:**  
*Stewart/Engellenner—Approve the staff recommendation. Unanimous in favor.*

## PRESENTATION ITEM(S)

### 1. 2002/2003 Budget-Mid Year Review—(Simcoe)

- The 2002-2003 budget revenues are on track.
- The Board adopts the Budget by object level, which by statute cannot be overdrawn.
- Projection for the end of the 2002/2003 Budget Year as follows:

ACCOUNT	BUDGET	PROJECTED EXPENDITURES	BALANCE REMAINING	BUDGET OFFICERS PROPOSALS
Employee Benefits	74,704,482	73,362,000	1,342,482	(220,000)
Service & Supplies	15,153,830	13,237,328	1,916,502	1,766,736
Taxes, License & Assess.	1,526,970	1,526,970	0	0
Fixed Assets	8,288,635	5,188,635	3,100,000	138,000
<b>TOTAL</b>	<b>99,673,917</b>	<b>93,314,933</b>	<b>6,358,984</b>	<b>1,684,736</b>

- Staff recommended the Mid-Year Budget be accepted as proposed with no modification to the individual line items in the 2002/2003 Budget since the object totals are within budget.
- The Finance Committee supported the Mid-Year Budget as presented.
- **Board Action:**  
*Accept the Mid-Year Report and file.*

## 2. Sacramento Regional Radio Communications System— Mid-Life Report—(Plessas/Hobson)

[Taken out of order after Action Item #1]

- The Sacramento Regional Radio Communications System is a network of radio communications equipment that supports a regional partnership of public safety and local government agencies established by the County of Sacramento in November 1993 through the signing of licensing agreements with all participating agencies, servicing the entire Sacramento area including West Sacramento.
- Introduction of Andrew Hobson of OCIT, accompanied by Sacramento County Chief Information Officer, Pat Groff.
- PowerPoint presentation by Andrew Hobson of OCIT, chair of the project since its inception. Provided background history, current status of system's mid-point life expectancy, and proposed future of the radio system project; to include:
  - County created a Systems Management Group with Chiefs Dennis Plessas and Jim Hartley (alternate), Finance Committee—Chief Simcoe and Debbie Kelly (alternate), and Technical Advisory Committee—Jim Vell and Michael Dumford (alternate), to insure specific needs are met.
  - The licensing agreement established the radio system service for a guaranteed minimum of 15 years, to be paid off within 8 years. The debt service is now paid off, with reduced rates to start next July.
  - Need to rebuild the radio system because the manufacturer is discontinuing support of the 800 MHz in year 2010, and establish plans to enhance our coverage.
  - Initial recommendation to build a full APCO (Associated Public Safety Communications Officers) 25 compliant digital voice system nationally developed to serve as a standard for interoperability of radio systems in an effort to eliminate proprietary radios-manufacturers have agreed to build to the APCO 25 standard; and integrate mobile data.
  - Replacement cost estimated at \$50 million to \$60 million.
  - Final recommendation taken to the County Board of Supervisors: Direct staff to develop an evolution plan for the replacement of the existing system with an all digital system; report back in approximately six (6) months with the plan for approval.

Encouraged District staff to continue participating to ensure District requirements are met in that Plan.

- Fire Chief Martinez stated by establishing a plan and reserving accumulative funds in the budget starting next year, this project is attainable by year 2010. Staff has been directed to work with County Staff to develop a Plan for the future, absent Board objection.
- **Board Action:**  
*General consensus in support of moving forward with plans.*

### 3. Facilities Master Plan – Phase I: Implementation—(Horel)

- PowerPoint presentation by Project Manager Chuck Horel outlining implementation goals; age and condition of fire stations; age and condition of target stations—Nos. 29, 32, 42, 54, 64, 107, 110, and 111; project phases; real property acquisition phase-4 to 8 months; design phase-6 to 8 months; permit phase-3 to 5 months; construction phase-12 to 16 months; disposal of surplus real property phase-4 to 8 months; overall timeline for typical projects-29 to 45 months (including acquisition/disposal phases), 21 to 29 months (no acquisition/disposal); timeline chart with Phase I: Implementation Plan Schedule; financial analysis; and options to address more aggressive schedule.

#### **Points of Discussion**

- General consensus in favor of larger station size construction and the 3:10 standard, where appropriate, to accommodate future needs.
- Project Manager Horel responded to questions on the need for a value analysis and use of a construction management firm.
  - A value analysis results in a number of recommendations with sole right of approval by the Board; this process is designed to recognize conflicts in the plan set to avoid change orders for cost-effectiveness.
  - Construction management ensures the District is receiving what it pays for from the contractor through a full-time inspection program.
- Advantages of combining the Facility Maintenance Program by relocation of the Logistics operations to the existing Fleet Facility at McClellan Park—an issue to be considered at a subsequent date after the land rights are resolved and a separate staff report is reviewed and approved by the Board.

- Director Vanderveen recommended the Board commit \$3 million annually from the regular revenue stream until sufficient development fees are realized.

Stations 27 and 28 should be considered in conjunction with a new Station 68 to accommodate the Sunrise-Douglas development.

Fire Chief Martinez stated rollover funds could be applied to the Capital Improvement Project; further staff analysis will determine the collapse of Stations 27 and 28 and use of personnel; and the District will continue to explore avenues for additional revenue sources.

- Staff recommends approval of the following nine recommendations:
  1. The quantity, general location, and station type (e.g. 2:6, 3:10) option to be constructed in the Plan.
  2. The Plan Schedule.
  3. The budget allowances for the stations included within the Plan.
  4. Provide direction to staff regarding preferred options to address any budgetary shortfall with the Plan, as necessary.
  5. Complete the Acquisition, Design, and Permit phases for the fire station projects included in the approved Plan and Plan Schedule.
  6. Incorporate a value analysis process in each of the Design phases to achieve project cost savings to the extent it is reasonable and prudent without adversely compromising operational requirements or the need to blend the projects into the community.
  7. Prior to the solicitation of bids for any construction contract contained in the Plan, finalize a finance plan for Board review and approval to complete the fire station projects in the Plan.
  8. Develop for Board review and approval a detailed project proposal complete with cost estimates, justification, and a budget plan for the proposed administration project at McClellan Park.
  9. Provide periodic status reports to the Board with the progress in completing the critical milestones and other tasks associated with implementation of the Plan.
- **Board Action:**  
*Valley/Stewart—approve the staff recommendation as written. Directors Duveneck, Engellenner, Jones, Stewart, Trujillo, Valley, Vanderveen, Goold, AYE. Director Granados, abstaining. Motion carried.*

Director Valley acknowledged his wife, Janice, in the audience accompanied by his daughter who was required to attend a meeting as part of her government project.

#### **RECONVENED AT 8:37 P.M. FOLLOWING A RECESS**

#### **4. Selection Process for Professional Services—(Horel)**

- State law describes requirements pertaining to the selection of professional services by state and local agencies. The Board may direct staff to either follows procedures as required for state agencies or adopt by ordinance a procedure for acquiring professional services as defined in statute. Currently anticipate hiring or retaining architects or engineers, surveyors, the construction management firm, environmental consultants, et al.
- Staff recommendation is to approve the staff proposed procedures for the selection of professional services and direct General Counsel to develop a proposed ordinance for review and adoption at a subsequent date.
- **Board Action:**  
*Stewart/Engellenner—approve staff recommendation. Unanimous in favor.*

#### **PRESIDENT'S REPORT—(Goold)**

- Thanked staff for presentations on the Facilities Construction Program, Radio Communications report; looks forward to additional division reports.
- Thoughts go out to the men and women in the armed services who are protecting our Country.

#### **FIRE CHIEF'S REPORT—(Martinez)**

- Barbara Safford is doing fine after gallbladder surgery; returning to work on Monday.
- Director Granados contacted staff--evidently there is support for a program to get laptops to the Board and distribute Board packets electronically.

Fire Chief Martinez informed the Board that he has asked the IT (Information Technology) Division to put together an approach that meets those objectives, with General Counsel to provide some guidelines on the public records/policy aspect and The Brown Act requirements. There are a host of time-involved issues requiring a review process including a District standard for technology equipment, but a plan will be brought back for future presentation to the full Board for discussion and approval.

- The District has been working collectively with all neighboring fire districts and cities on details of the impending war. Continuing to monitor and evaluate our operational activities as well as the safety of employees and facilities.
- Thanked the Board for its support on the facilities construction—pledged total commitment to doing a good job for the District.
- Gyrocopter crash today in the Rancho Murieta area. One of the fatalities was retired Engineer Bill Wilson from the former Sacramento County Fire Protection District. The District is in contact with the family and working with the arrangements and any appropriate assistance.

Director Engellenner requested information be faxed to the Board on the funeral arrangements.

**GENERAL COUNSEL'S REPORT—(Price)**

- A letter from the Sacramento Local Agency Formation Commission (LAFCo) was distributed to the Board tonight regarding a pending vacancy and election of Special District Representative, Office No. 6. An Action Item will be scheduled for the April 2 Board meeting to accept nominations for submission to LAFCo.
- Director Vanderveen expressed an interest in the nomination if no other Board member desires to pursue the opportunity.

**COMMITTEE AND DELEGATE REPORTS:****Executive Committee—(Goold)**

- Next Meeting—TBD

**Communications Center Delegate—(Vanderveen)**

- Next Meeting—March 25, 2003—10:30 a.m.

**California Fire & Rescue Training Authority—(Stewart)**

- Next Meeting—May 12, 2003—10:00 a.m.

**Finance Committee—(Jones)**

- Reported on today's meeting.
  - The Committee discussed a concern raised by a Board member on outside legal bills. It was noted that these expenditures are for legal specialty areas.
- Next meeting: April 16, 2003 – 5 p.m.

**Policy Committee—(Duveneck)**

- Next meeting: April 2, 2003 – 5:30 p.m.

**INFORMATIONAL ITEM(S):****Newspaper(s):**

1. Grapevine Independent, *It's Official: First Meeting At City Hall*, March 5, 2003,
2. Sacramento Bee, *A Lasting Bond*, March 9, 2003

- **Board Action:**  
*Received and filed.*

**BOARD MEMBER QUESTIONS AND COMMENTS****Duveneck:**

- Strange to sit in a meeting and hear the war started two hours ago. God bless and protect all the men and women in our armed services and the non-combatants.

**Engellenner:**

- AMR is parked every day in his reserve station at Rio Linda and Elkhorn blocking two bays. Requested assignment of a bay.

Fire Chief Martinez stated we will take care of it.

**Stewart:**

- Enjoyed passing out Resolutions at the Retirement Dinner on March 7. Looking forward to the next one.

**Jones:**

- Attended a get acquainted meeting of the Special District Advisory Committee of LAFCo as the District Representative. Discussion on funding concerning enterprise versus non-enterprise funds; small district budgets and minimum fees; intend to carry on this advisory committee to provide a more formal line of direction and input to the two seats that special districts fill on the LAFCo Board. A second meeting to be set some time in April.

**Granados:**

- Saddened to hear about Bill Wilson's death.
- Northern California Fire Prevention Officers will hold their meeting next month here in Sacramento.

**Trujillo:**

- Thanked both Chuck Horel and staff for an excellent presentation and information necessary to make Board decisions.
- God bless our troops.

**Valley:**

- Thankful for the dedication of our troops.

**CLOSED SESSION 9:04 PM****RECONVENE 9:22 PM/CLOSED SESSION REPORT**

Report by General Counsel Price:

**1. LABOR NEGOTIATIONS**

Pursuant to California Government Code Section 54957.6

District Negotiator: Deputy Chief Teresa Means

Employee Organization: Sacramento Area Fire Fighters Local 522

The Board received an update from the District labor negotiator regarding the revised Employee-Employer Relations Resolution—no action taken.

**2. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION**

Pursuant to California Government Code Section 54956.9(a)-Two (2) Cases

(a) Robert Raddigan v. American River Fire Protection District  
WCAB SAC 288305; WCAB SAC 288312; and WCAB SAC 288302

(b) Gary Vicory v. Sacramento Metropolitan Fire District  
WCAB SAC 0308212

The Board met with District Workers' Compensation counsel and received an update on both cases and provided direction regarding potential settlements. If and when the cases are settled, the details of the settlements will be announced at a public session.

**ADJOURNMENT:**

The meeting was adjourned at 9:25 p.m. in honor of our men and women in the Armed Forces--God speed to them. God Bless America.

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Grant B. Goold, President

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James M. Stewart, Secretary

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Charlotte Tilson, Clerk of the Board